

- DFO COLLECTS SIX BOXES OF FOOD FOR DAS FOOD DRIVE.

# State of the Fleet

## From the Desk of the Director

RE: What do we track in FleetAnywhere?

Many fleet customers ask us, "What vehicles need to be tracked and documented in the state's fleet information system or FleetAnywhere?" The answer to this question is provided by the Legislature in UCA 63A-9, "Fleet Operations statutory authority".

Here's how you decide:

First, you must define a "State Vehicle". This can be found in UCA 63A-9-101,(7): (7) "State vehicle" means each motor vehicle owned, operated, or in the possession of an agency.

Second, you must define a "motor vehicle". This can be found in UCA 63A-9-101 (6)(a)&(b) respectively: (6) (a) "Motor vehicle" means a self-propelled vehicle capable of carrying passengers. (b) "Motor vehicle" includes vehicles used for construction and other non-transportation purposes.

Third, you must decide if you are an agency" that must comply with this statute. This definition can be found in UCA 63A-9-101(1) (a)(b)&(c): 3A-9-101. Definitions.

(1) (a) Agency" means each department, commission, board, council, agency, institution, officer, corporation, fund, division, office, committee, authority, laboratory, library, unit, bu-

reau, panel, or other administrative unit of the state.

(b) "Agency" includes the State Board of Education, the Office of Education, each Applied Technology Center, the board of regents, the institutional councils of each higher education institution, and each higher education institution. (c) "Agency" includes the legislative and judicial branches.

Finally, if your vehicle satisfies all of the previous criteria then you are mandated by state law to document your "State Vehicle" in the FleetAnywhere system. This reference can be found in UCA 63A-9-401 (1)(b): 63A-9-401. Division -- Duties. (1) The division shall: (b) establish one or more fleet automation and information systems for state vehicles.

FleetAnywhere is the Fleet Information system that Fleet Operations has approved to track all state vehicles. Hopefully



DFSS Division Director Steve Saltzgiver

this helps answer many of the questions our fleet contacts have. If you still have questions, please direct your questions to Fleet Operations Director, Steve Saltzgiver at 801-538-3452 or by email at [ssaltzgiver@utah.gov](mailto:ssaltzgiver@utah.gov).

Thanks for your compliance.

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## NEWS BRIEFS . . .

### PHH Program Discontinued

In August 2000, the Division of Fleet Operations (DFO) dissolved its long-standing partnership with PHH and began utilizing a new emergency roadside service program. The new service provider is Automotive Resources International (ARI) who provide 24-hour 7-day per week access to emergency roadside service and maintenance approval. To access any of the services provided by ARI simply call 1-800-CAR-CARE (1-800-227-2273).

DFO is asking the fleet contacts from all state agencies to collect and destroy any cards or information regarding the use of PHH. The division is also asking all state employees that find cards or information concerning the use of PHH roadside assistance in state vehicles to discard the items.

Beginning 11/01/2001, any agencies continuing to utilize PHH, will be responsible to pay the full cost of the service plus a service fee for each transaction.

For more information on the ARI program or questions concerning the PHH program contact DFO Analyst, David Rees at [drees@fo.state.ut.us](mailto:drees@fo.state.ut.us).

### Meter Rejects

State employees are required to enter or provide a correct odometer reading each time they fuel, repair or return a state vehicle to the daily lease pool. This information is vital if the Division of Fleet Operations (DFO) is to keep accurate records throughout the vehicle lifecycle. If incorrect information is provided at the pump, or through the

repair vendor, the vehicle may not get the proper maintenance to prevent breakdowns and costly repairs. DFO employees are also unable to run necessary reports, due to the incorrect meter reading.

In 1999, DFO implemented a \$50.00 charge for incorrect odometer readings entered when fueling or repairing a state vehicle. Division employees issued warning hoping that the possibility of having to pay the fine would lower the amount of incorrect information entered. Unfortunately, this did not turn out to be a deterrent. As a result Division Director, Steve Saltzgiver has notified DFO employees to fully enforce the \$50.00 meter rejects charge.

"Mileage is the 'lifeblood' of good fleet management. Without mileage we cannot execute routine fleet management programs like proper vehicle preventive maintenance, miles per-gallon statistics, lifecycle modeling and replacement programs," said Saltzgiver, in a recent division memo.

### New DFO Rules

The Division of Fleet Operations (DFO) and the Motor Vehicle Review Committee (MVRC) have approved the redrafts of rules R27-1 (definitions) and R27-3 (vehicles use). The rules have been submitted to the Division of Administrative Rules for a 30-day public comment period and are slated to become effective December 17, 2001. To read a the proposed rules or register a comment regarding either of the new rules visit <http://www.rules.utah.gov>.

## SP-1 Process Necessary Tool

The State Surplus Property Program offers used state items to the general public for purchase. The SP-1 process that takes an item from a state agency to the surplus property sales floor is a long and technical one.

The process begins with the completion of an SP-1 form that can be either mailed or faxed to the Surplus Property Program. The form is used to list all of the items that are being sent for resale. When completing the form, agencies are asked to:

- list the dimensions of larger items,
  - equipment cords do not need to be listed separately,
  - fill-in the condition code box,
  - provide DAS Code or FINET org number,
  - provide an approximate price for each item,
  - take photographs of any items that must be disassembled for perspective buyers to view the item.
- Once the SP-1 form has been received, the information is

entered into a logbook and assigned a number. At that time, the donating agency can either schedule a pick-up or make arrangements to deliver the items. Pick-ups will be scheduled a minimum of one week from the date that the SP-1 form is processed.

"Who picks-up surplus property from the whole State of Utah? Todd Barker that's who, that's why they call me the Surplus Guy," said State Property Utilization Officer (PUO), Todd Barker. (Continued pg.4.)

**Did You Know?**  
**More than ???**  
**are processed**  
**each month.**

# FORUM

The October 3, 2001 Fleet Operations Reach out Users Meeting (FORUM) covered several topics of concern to Division of Fleet Operations (DFO) customers, the hottest of which was the fiscal year 2002 vehicle replacement list and process.

The replacement cycle begins in November. The new vehicles will arrive February through April. Vehicles must be approved for replacement by agency heads prior to being ordered. The vehicle replacement lists were to be mailed out on October 19, 2001. Agencies were asked to check the list and return it to DFO with the vehicles prioritized for replacement as soon as possible. Any expansion to the fleet will need to be approved by the

Legislature, so when requesting additional vehicles, agencies were reminded to include any supporting documentation. Agencies were also apprised that this requires an AP transaction in FINET, initiated by the agencies' financial manager before DFO will make any purchases.

Other topics at the meeting included:

- State vehicle report is scheduled to be submitted to the Legislative Analyst's office November 1, 2001.
- The division is running a bumper sticker pilot program. The stickers will provide other drivers with a phone number and web address to comment on state drivers.

• It was announced that Sam Lee would be taking Jim Colby's place as Fleet Manager. Colby has taken a job with the Department of Public Safety.

• The division web-forms are operational again.

FORUM is held four times per-year to provide fleet customers a venue to voice their concerns and ask any questions they may have. The dates for FORUM during 2002 are January 3, April 4, July 11, and October 3. The meetings will be held from 11:00 a.m. to 12:00 p.m. at the State Office Building in room 1112. Contact Dianne Davis at [ddavis@fo.state.ut.us](mailto:ddavis@fo.state.ut.us) for more information, or to be added to the mailing list.

**Did You Know?**  
The FORUM was  
created by  
Division Director  
Steve Saltzgiver.

## Incentive Awards



DeAnne Garica, Heather Gardner and Anne Stenho.

And the winner is...

### Recognition Awards

Heather Gardner and Sandie Kronenberg received a hearty "pat on the back" this month. Gardner was recognized for her willingness to accept additional tasks and Kronenberg was recognized for her amazing customer service skills. Kronenberg refused to leave a customer stranded without fuel in Califor-

nia. Thanks to both employees for a job very well done.

### Extra Mile Awards

Two division employees received Extra Mile Awards this month, both from the Motor Pool Operations Team.

A State Trooper who received wonderful customer service recognized Brett

Davis, again. This time Davis actually went in on his day off to accommodate the schedule of the out-of-town trooper. Way to go Davis and keep up the good work!

DeAnne Garcia received the second award. It was reported that Garcia dove in head first to help get this year's licensing project completed in a timely manner, while continued to keep her under control. She didn't

need a costume for Halloween this year, because she is Wonder Woman.

### Retreat Theme Award

Both Kelly Kay and Anne Stenho are this month's "Starfish". Both have kept their respective offices full of energy and enthusiasm during October. The Traveling Gus Award has been passed to Charlotte Wilkes. It was determined by last month's Traveling Gus recipient Anne Stenho, that Gus could keep Wilkes company, as she travels throughout the Salt Lake Valley.

Once again, congratulations to all of this month's award winners!

To nominate someone you have caught doing a good job, send an e-mail to one of the Incentive Committee members, Margaret Chambers, Dianne Davis, Kathryn Anderson, Alison Taylor or Kelly Kay.

## Surplus Story

(Continued from pg. 2)

Since Barker is the only PUO who provides pick-up services, the donating agency will need to make a helper available when surplus large items. Barker also asks that the items be placed in a central location and that all security clearance issues be handled prior to his arrival. Agencies are also asked not to add any additional surplus items to the scheduled load. This will not only cause the pick-up schedule to be off, but it may cause another scheduled stop to be canceled.

Once the items arrive at the Surplus Property building they are unloaded and each item is received. Receiving consists of assigning a price, entering the information in the tracking program and checking the "want list" to see if any state agencies, local governments or non-profit organizations have requested a similar item. All items are made available to these entities prior to being offered to the public. Then all remaining items are marked with a reasonable price and placed on the sales floor for public purchase. For more information on the Surplus Property Program visit the web site at, [www.surplus.utah.gov](http://www.surplus.utah.gov)



State Surplus Property Utilizations Officer Todd Barker unloads State surplus merchandise.